

DD/S

Approved For Release 2000/06/14 :  
REF ID: A-RDP78-04718A000300040019-6

NO 1337

**CONFIDENTIAL**

JUL 15 1957

RECOMMEND FOR: Deputy Director (Support)

SUBJECT: Office of Security - Table of Organization.

1. This memorandum contains recommendations submitted for DD/I and DD/T approval. Such recommendations are contained in paragraph 6.

2. The Director of Security requests that necessary action be taken to transfer five (5) % restricted area receptionist positions from the DD/I area to the Office of Security T/O together with the necessary funds and that his ceiling be increased to accommodate the additional five (5) positions (Tab A).

a. This request stems out of an initial suggestion from SCI that three (3) receptionist positions be taken over by the Office of Security.

b. There<sup>re</sup> two (2) more (Total of five) such office controlled receptionists located in SCI.

3. There are currently two (2) restricted area receptionist positions in the DD/P area, one (1) located in [ ] and one (1) 25X1A on [ ]. The Chief of Operations, DD/P has requested that these personnel be transferred to an Office of Security career designation and be detailed to DD/P by the Office of Security (See Tab C). The Director of Security concurs in this arrangement.

4. The Director of Security states that the transfer of these positions would promote more efficient supervision and would aid in furnishing relief receptionists to cover positions vacated by leave and illness. The Management Staff agrees with this.

5. Clearly, such a transfer of function must contemplate the transfer of funds and ceiling positions, the elimination of these DD/I positions and the addition of five (5) % positions in the Office of Security.

6. Upon approval of this transfer, the Director of Security suggested the Receptionist section be reorganized to provide:

- 1 Chief Receptionist GS-9
- 2 Deputy Chief Receptionist GS-7

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1. Restricted Area Unit with a Chief, GS-7 and six (6)  
 2. GS-4 Receptionists  
 1. Open Unit with a Chief, GS-7 and 28 GS-4 Receptionists

a. The Management Staff considers the proposed Deputy Chief Receptionist unnecessary. The Office of Security now agrees with this. Adequate supervision can be provided by three (3) supervisors. The remainder of the reorganization is reasonable.

7. The Office of Security originally proposed the following reclassifications:

<u>Present Grade</u>	<u>Proposed Grade</u>	<u>Annual Increased Cost</u>
1. GS-6	GS-7	\$ 250
2. GS-5	GS-7	100
1. GS-4	GS-7	1,100
2. GS-4	GS-5	210
Total Annual Increased Cost		\$2,360

a. Classification action brings the proposed increased cost down to \$1,355 per year. Disapproval of the Deputy Chief Receptionist position further reduces the increased cost to \$690 per year. (Classification comments in Tab B)

b. The Finance Officer, Office of Security states that funds are available to cover increased cost of proposed reclassifications.

c. It is recommended that:

a. The restricted receptionist function be transferred from the DD/I to the Office of Security, DD/S, provided there is concurrent transfer of five (5) T/O Receptionist positions with personnel ceiling (5), and an appropriate amount of funds to cover personnel costs for FY 1978.

b. The two (2) personnel acting as receptionists in the DD/P area be transferred to an Office of Security career designation and be detailed to the DD/P area by the Office of Security.

c. The reorganization of the Receptionist Section, Office of Security be approved with the exception that the Deputy Chief Receptionist position be eliminated.

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25X1A

SUBJECT: Office of Security - Table of Organization.

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - P&D Documents
- Tab C - DD/P Comments

The recommendations in  
paragraph 8a is approved:

The recommendations in  
paragraph 8 are Approved.

(signed) H. Gates Lloyd

ROBERT ANDERSON, JR.  
Deputy Director  
(Intelligence)

for L. E. Nease  
Deputy Director  
(Support)

25X1A

JUL 18 1957

Date

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25X1A

Mkt/S/ [REDACTED] (15 July 57)

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**MISSING PAGE**

**ORIGINAL DOCUMENT MISSING PAGE(S):**

Attachment missing